

5.16.0 — Corporate Card Program

5.16.1 — American Express Corporate Card Program

American Express corporate cards are available for business related travel for university employees. The American Express card may be obtained by contacting Business Affairs (619-594-5901) for an application. The application will require the signature of a College dean or department head. The employee is liable to American Express for all charges made on the card. American Express sends the monthly bill to the employee and must be paid in full each month. There are no annual or late fees and no charge limit.

With the American Express card, you can obtain the Y-cal airline fares that provide a significant discount, along with the flexibility to change or cancel plans without penalty. The card also facilitates obtaining special government rates at lodging establishments as well as waiver of occupancy taxes when local ordinances permit such exemptions.

Personal use of the American Express Corporate Card to obtain rental cars or airline tickets at the state's contract rate is prohibited. Employees wishing to extend the rental of a commercial vehicle for personal business will make arrangements with the contract vendor to have the rental agreement for university business closed out at the end of their university business and have a new rental agreement drawn up for their personal business. The state's self-insurance will not be in effect when the employee is driving on personal business. The corporate card must be returned to the Center for Human Resources upon termination of university employment.

5.16.2 — Diners Club International Corporate Card Program

Diners Club International Corporate Cards are also available to university employees. The advantage of the Diners Club card is that it provides full coverage for collision damage to rental cars. The disadvantage is that it cannot be used when reserving Y-Cal airfares.

For more information, contact Accounts Payable at ext. 4-0894.